



The California Department of Fish & Game
invites you to apply for a
Career Executive Assignment



**for ASSISTANT DEPUTY ADMINISTRATOR,
OFFICE OF SPILL PREVENTION AND
RESPONSE (OSPR), CEA I**

FINAL FILING DATE – DECEMBER 12, 2008

(Application must be postmarked by this date)

SALARY RANGE: \$6,173 - \$7,838

POSITION INFORMATION

**Major Duties and
Responsibilities:**

The position has significant program responsibility in directing a comprehensive statewide oil spill prevention and readiness program to achieve legislative mandates. The incumbent should have a clear understanding of the legislative and executive functions of state government and demonstrate the ability to communicate complex concepts to a broad range of interested parties including other state agencies, non-government organizations and local governments. The major duties and responsibilities of the CEA I include:

- Develop policies and procedures to manage OSPR's Preparedness Branch. Conduct an ongoing drill and exercise program to test response plans submitted by the industry to meet requirements of the state and federal law. Direct a program that systematically trains and qualifies personnel to provide the best achievable protection to the natural resources of California through expert participation in the Incident Command System. Develop an effective outreach program to manage volunteers in all appropriate facets of spill response and provide grants to local governments and other local agencies to augment response resources and integrate local interests into the Incident Command System. Inform the Director and Administrator of regulatory developments and potential impacts that may affect other state, federal, local government agencies, and the oil industry. In the event of a spill, provide technical and primary direction to OSPR's Preparedness Branch.
- Develop policies and procedures to manage OSPR's Marine Safety Branch. Direct a comprehensive spill prevention program for the marine waters of California. Conduct an ongoing vessel risk evaluation program including vessel boardings and monitoring of vessel operations to meet statutory and regulatory mandates. Ensure the five Harbor Safety Committees in California have minimal vacancies and are administratively supported through contracts. Oversee, monitor and make recommendations to the Administrator on vessel traffic services, physical oceanographic real-time systems and maritime pilotage. Responsible for providing trained staff for quantification in spill response and Oil Spill Prevention Specialist support, including field safety programs for the Field Response Teams.

POSITION INFORMATION

- Develop policies and procedures for the effective operation of the duty officer program and for the timely and effective notification of spill responders. Advise the Director of the Department of Fish and Game (DFG) and the Administrator of OSPR on the readiness of the Department to respond to spills of oil and deleterious materials in the waters of the state. Implement DFG's programs involving the prevention, removal, abatement, response, containment and cleanup of spills of oil and other deleterious materials in the waters of the state. Oversee and monitor the development and implementation of a plan designed to ensure that OSPR has an immediate and effective response team to be deployed at all times in the event of a spill. Act as Chief of the Department's Operations Center during appropriate spill response activities and ensure that the Operations Center provides timely and adequate staffing and material support to the State Incident Coordinators. Promote uniform health and safety guidelines to minimize the risks to staff, the general public, and the environment.
- Develop technically sound recommendations for additions and amendments of OSPR contingency plans, Oil Spill Response Organizations and drills and exercises regulations. Work with industry, other government agencies, non governmental organizations and the public to ensure regulations are developed with all appropriate input. Represent DFG's oil spill prevention and response safety programs by attending various state committees, including the Oil Spill Technical Advisory. Confer with representatives of other state, federal and local governments, and the oil industry regarding jurisdiction and concern, coordination and cooperation, information exchange, affects of new or changing legislation, or any other matter of sensitivity.
- Manage and monitor the administrative functions of OSPR's Preparedness and Marine Safety Branches, including developing and implementing the Program budget, enforcing hiring practices and policies, regulating the fiscal operations and developing budget change proposals when directed. Negotiate and enact Memoranda of Understanding with other state, federal and local government agencies or the industry as appropriate.
- Represent OSPR before the Legislature, executive staff members of other impacted state departments, other state, federal and local government agencies, representatives of the oil industry, the public and the United States Coast Guard.
- Promote commitment to the shared vision of DFG.
- Achieve the goals and objectives of DFG's strategic plan.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance:

EITHER I: Must be a civil service employee with permanent civil service status.

OR II: Must be employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III: Must be employed by the Executive Branch for at least two consecutive years in a non-elected status as defined in Government Code Section 18992.

Applicants must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the more specific knowledge and abilities listed under "scope of examination".

**Scope of
Examination:**

Knowledge of:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.

Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The knowledge and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

EXAMINATION INFORMATION

**Type of
Examination:**

This examination consists of an application and Statement of Qualifications screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed below. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director may conduct hiring interviews before a selection is made.

APPLICANTS ARE REQUIRED TO ATTACH A "STATEMENT OF QUALIFICATIONS" TO THEIR APPLICATION NOT TO EXCEED TWO PAGES. THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.

INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF YOUR EXPERIENCE THAT DEMONSTRATES EACH OF THE FACTORS INCLUDED IN THE SCREENING CRITERIA. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.

APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION. A RESUME DOES NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

Applications/Statement of Qualifications requires employment history information including "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable).

Screening Criteria:

- Knowledge of California's spill prevention and response programs.
- Knowledge of DFG's programs, policies, procedures, and overall mission.

- Knowledge of program evaluation and development.
- Knowledge of maritime industry.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated experience in formulating, implementing, and evaluating program policies.
- Managerial/Supervisory experience directing professional/administrative staff.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders involved with California's marine issues.

**Length of List
Eligibility:**

The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. However, the Department may elect to consider new applicants in addition to those previously screened.

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail:

The State Examination Application (Form STD 678) and Statement of Qualifications must be **POSTMARKED** by the U.S. Postal Service no later than the final filing date. **Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date of DECEMBER 12, 2008 will not be accepted.** Resumes are optional; Statement of Qualifications required. Applications and Statement of Qualifications may be filed in person or by mail at:

**Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814**

**How to Get an
Application:**

Obtain a State Examination Application (Form STD 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm

**Accommodations for
Persons with
Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

QUESTIONS?

If you have any questions concerning this CEA examination or the testing process, please contact Melody Tate, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the Department's needs if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.